

KOI

Form 8304 ☐ Retake ☐ No-Show
Rev 5-2005



**Office Of Insurance
AGENT LICENSING DIVISION**

P.O. Box 517
Frankfort, Kentucky 40602-0517
Phone 502-564-6004
<http://doi.ppr.ky.gov/kentucky>

For Office Use Only

Amt. Rec'd _____

Date Rec'd _____

Check No: _____

Recorded By: _____

EXAMINATION RETAKE FORM

Soc. Security Number	Telephone Number		Date	
Last Name Include JR./SR. etc	First Name		Middle Name	
Mailing Address	P.O. Box	City	State	Zip Code

IF YOU FAILED AN EXAM – Receipt of this retake form means that you are probably eligible to retake the failed exam(s) as indicated on your copy of the EXAMINATION RESULTS. Please be aware that **the expiration date** of application as **shown on your original notice** will always be the same until your application becomes invalid 120 days from the date it was received by the Office of Insurance.

IF YOU DID NOT SHOW UP TO TAKE A SCHEDULED EXAM – KRS 304.9-160(4) requires you to pay retake fees as indicated below, if you fail to appear for a scheduled exam.

THE RETAKE FEE IS \$50 PER EXAMINATION – (IF REQUESTING PROPERTY AND CASUALTY EXAMS AT THE SAME TIME, THE EXAM FEE IS \$50 FOR THE COMBINED EXAM.) You may pay for retake and schedule an examination online using eServices. Log onto our Web site at <http://doi.ppr.ky.gov/kentucky> and click on the red eServices icon. Or, complete this form and attach your check or money order (payable to the Kentucky State Treasurer) to cover the retake cost for the following exam(s). This Examination Retake Form and your check or money order should be mailed to the address indicated above. Fees are nonrefundable, pursuant to KRS 304.9-200(4).

<input type="checkbox"/> Life	<input type="checkbox"/> Adjuster	<input type="checkbox"/> Surety
<input type="checkbox"/> Health	<input type="checkbox"/> Viatical Broker	<input type="checkbox"/> Travel
<input type="checkbox"/> Property	<input type="checkbox"/> Consultant (Life / Health)	<input type="checkbox"/> Crop
<input type="checkbox"/> Casualty	<input type="checkbox"/> Consultant (Property / Casualty)	
<input type="checkbox"/> Personal Lines		

EXAMINATION LOCATIONS

Only the Frankfort location tests Monday through Friday. Visit our Web site for a list of regional sites, locations, dates and times. Requests for testing at a regional test site should be made at least 2 weeks prior to the examination date and must be scheduled by calling Agent Licensing or scheduling through eServices. **WALK-INS WILL NOT BE ALLOWED TO TEST WITHOUT A SCHEDULED APPOINTMENT.**

DO NOT SUBMIT THIS FORM IF YOUR EXPIRATION DATE HAS PASSED OR WILL PASS PRIOR TO KOI PROCESSING THIS FORM, OR YOU HAVE FAILED ONE EXAM THREE (3) TIMES WITHIN THE ALLOTTED 120-DAY TIME PERIOD.

NOTE: If you have a loan in **DEFAULT** with the Kentucky Higher Education Assistance Authority (KHEAA): Contact Debt Recovery Division at 1-800-928-4211. You will be allowed to schedule and take an examination, however, you **WILL NOT** be issued a license until debt resolution.